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[Redacted]

22 January 1953

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MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. A request was received to furnish free laundry service for all trainees [Redacted]. Discussions concerning the problem were held with Mr. [Redacted], later with [Redacted], CFD. Further discussions will be necessary before presenting the problem to DD/A for consideration. 25X1

b. Preliminary discussions were held with [Redacted] on possible funding arrangement for [Redacted] support at [Redacted]. Later discussions were held with Chief, ATB and Mr. [Redacted], Comptroller's Office, concerning revised budget estimates and fund requirements for FY-53.

c. [Redacted]

(1) In conjunction with Mr. [Redacted] Commercial Division, arrangements for replacing two members of the Board of Directors have been completed.

(2) Necessary changes in corporate financial structure have been completed to accommodate increased service requirements.

(3) The quarterly progress report has been received for review and concurrence of the D/TR prior to its submission to the Commercial Executive Committee on 26 January 1953.

d. Revised financial procedures were returned [Redacted] with suggested changes. The procedure is being prepared for final submission to DD/A for approval. 25X1

e. Offices of the Chief, Project Training Division, will not be moved [Redacted] on 24 January 1953 as originally scheduled because of delay in the installation of a burglar-alarm system [Redacted] at the new site. A new date for the move has not been set.

f. The following is a summary of the Personnel Evaluation Report program within OTR:

Sent Returned Outstanding

25 YEAR RE-REVIEW

Support Staff
A&E Staff
TR(G)
TR(S)
[Redacted]

Totals

[Redacted]

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g. The Personnel Section is in the process of reviewing the Junior Officer Trainee files in the office of [] with the end of removing all official personnel documents and including these documents in the official OTR file maintained within the Personnel Section. This is being done with [] complete accord.

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h. Miss [] entered on duty this week with this section and is being considered as a replacement for Mrs. [] who will be leaving this office within the next month.

i. The new procedure for processing external training requests was placed in effect on 21 January 1953 following a meeting of all TR(G) and Support Staff personnel concerned.

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[]
Administrative Officer, OTR

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